



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: LABOR RELATIONS ANALYST

SALARY RANGES:	Range A: \$3,658 - \$4,579* Range B: \$4,402 - \$5,511* *Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.
TENURE/TIME BASE	Permanent / Full-Time
PROGRAM/DEPARTMENT	Administrative Services
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES

Sonoma Developmental Center has an immediate opening for a Labor Relations Analyst. The Labor Relations Analyst is responsible for representing management in collective bargaining and contract administration activities and is the liaison between management and Labor Union Representatives. Typical duties include the development and preparation of Adverse Actions, Rejections on Probation, and Stipulations for Settlement; provides consultation and training to managers and supervisors regarding contract interpretation, the appropriate course of action in disciplinary matters, conflict resolution and State Labor Relations policies and practices. The Labor Relations Analyst conducts research making analytical evaluations reporting on labor-management issues, legislation, case law and administrative regulations; makes recommendations to management on determinations regarding the interpretation and application of provisions of various labor agreements and policies ensuring State compliance with laws; attends Skelly hearings and disposition conferences regarding disciplinary matters, offering technical support to the Hearing Officer as needed. The Labor Relations Analyst is a member of the Threat Management Team, Reasonable Accommodation Committee, and Qualified Injured Worker Committee; other duties as indicated on the employee duty statement.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD-678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

Applications must be received no later than close of business (5:00 p.m.) of the final filing date unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications, and resumes not accompanied by an official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center Porter Administration Building (PAB) Human Resources Examination Unit – Room 124 P.O. Box 1493 / 15000 Arnold Drive Eldridge, CA 95431

(707) 938-6705 Contact Cari Paganini for questions specific to duties of the position only. Civil Service Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.